

Guidance for students: How to complete a Review or Appeal Form?

- Step 1 Open the link to the relevant form
- Step 2 Download and save the form (as 'save as') on your computer desk-top. NB **forms should be submitted in Word format** and not as pdf.
- Step 3 Complete Sections 1 and 2 of the form
(Do not forget to save your work, if you wish to return to it later)
- Step 4 Open your student email account
- Step 5 Locate the recipient address from the web at:
<http://www.governance.uwa.edu.au/committees/appeals-committee/review-and-appeal-of-academic-decisions-relating-to-students>
- Step 6 In the subject line of the email, state the subject very clearly. E.g.:
- XXXX (Student Number) – Review Stage 1; Or
 XXXX (Student Number) – Review Stage 2; Or
 XXXX (Student Number) – Appeal
- Step 7 Attach the form to your email and any supporting documentation
- Step 8 Send the email to the [relevant course advising faculty student office / relevant office](#)